

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>	<b>1. DUTY LOCATION</b> NY, NY	<b>2. POSITION NUMBER</b> D081914-001
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**3. CLASSIFICATION ACTION:** a. Reference of Series and Date of Standards Used to Classify this Position

See attached

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
<b>Official Allocation</b>	Environmental Engineer (RPM)	GS	819	14	
<b>4. Supervisor's Recommendation</b>	Environmental Engineer – Remedial Project Manager	GS	819	14	


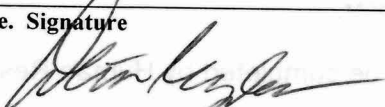
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)	<b>6. NAME OF EMPLOYEE</b> ALICE YEH
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)	e.
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. Region 2	g.
c. Emergency & Remedial Response Division	h. Employing Office Location New York, NY
d. Passaic, Hackensack & Newark Bay Remediation Branch	i. Organization Code REG00000

**8. SUPERVISORY STATUS**

Realigned during ERRD reorg Dec, 2016

- ☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead.** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☒ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

**9. SUPERVISORY CERTIFICATION** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

<b>a. Typed Name and Title of Immediate Supervisor</b> JOHN PRINCE, Deputy Division Director (pending selection of PHNBRB Branch Chief)		<b>d. Typed Name and Title of Second-Level Supervisor</b> WALTER MUGDAN, Division Director	
<b>b. Signature</b> 	<b>c. Date</b> 12/15/2016	<b>e. Signature</b> 	<b>f. Date</b> 12/15/2016

**10. OFFICIAL CLASSIFICATION CERTIFICATION:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

<b>a. Promotion Potential</b>			
<input type="checkbox"/> This position has no promotion potential		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:	
<b>b. PSB Risk Designation</b>	<b>c. Financial Disclosure Form</b>	<b>d. "Identical, Additional" (IA) Allocation</b> This position	<b>e. FLSA Determination</b>
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive
<b>f. Functional Classification Code</b> 42			
<b>g. Bargaining Unit Code</b> 1050	<b>h. Check, if applicable:</b> <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<25% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		<b>i. Classifier's Signature</b> S/Michelle Brosseau
			<b>j. Date</b> 7/8/14

**11. REMARKS**

## United States Environmental Protection Agency

## POSITION DESCRIPTION COVERSHEET

JFS for Professional Work in the Natural Resources Management and Biological Science Group, 0400 09/2005 JFS for Professional Work in the Physical Sciences Group, 1300 12/1997, JFS for Professional Work in the Engineering and Architecture Group, 0800 11/2008

## 1. DUTY LOCATION

New York, NY

## 2. POSITION NUMBER

D081914-001

ds Used to Classify this Position

## b. Title

## c. Pay Plan

## d. Series

## e. Grade

## f. CLC

Official Allocation

Environmental Engineer (RPM)

GS

0819

14

001

## 4. Supervisor's Recommendation

Environmental Engineer/Physical Scientist/Life Scientist

GS

1301/819/  
0401

14

## 5. ORGANIZATIONAL TITLE OF POSITION (if any)

## 6. NAME OF EMPLOYEE

Alice Yeh

## 7. ORGANIZATION (Give complete organizational breakdown)

## a. U.S. ENVIRONMENTAL PROTECTION AGENCY

Region 2

## b. Emergency &amp; Remedial Response Division

## c. Special Projects Branch

## h. Employing Office Location

New York, NY

## i. Organization Code

REC00000/90274101

## 8. SUPERVISORY STATUS

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## a. Typed Name and Title of Immediate Supervisor

John E. La Padula, Deputy Director  
Emergency & Remedial Response Division

## d. Typed Name and Title of Second-Level Supervisor

Walter E. Mugdan, Director  
Emergency & Remedial Response Division

## b. Signature

## c. Date

## e. Signature

## f. Date

**10. OFFICIAL CLASSIFICATION CERTIFICATION:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

## a. Promotion Potential

- ☒ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

## b. PSB Risk Designation

- ☐ 01 Low  
☒ 02 Moderate  
☐ 03 High

Security Clearance  
Required: ☐ Yes ☐ No

## c. Financial Disclosure Form

- ☐ OGE-450 Required  
☐ OGE-278 Required  
☒ No financial disclosure forms required

## d. "Identical, Additional" (IA)

- Allocation This position  
☐ may be IA'ed  
☒ may not be IA'ed  
☐ is limited to current incumbent

## e. FLSA Determination

- ☐ NONEXEMPT ☒ EXEMPT\*  
(\*check exemption category)  
☐ Administrative  
☒ Professional ☐ Executive

## f. Functional Classification Code

42

## g. Bargaining Unit Code

1050

## h. Check, if applicable:

- ☒ Medical Monitoring Required  
☒ Extramural Resources Management Duties (15 % of time)  
☐ This position is subject to random drug testing ( )

## i. Classifier's Signature

Michelle J. Braxton

## j. Date

07/08/14

## 11. REMARKS

PD previously classified 07/12/2010 by Kim Crum. PD updated slightly 07/08/14.  
PD # updated due to FPPS.

Interdisciplinary position classifiable as: Environmental Engineer, GS-0819;  
Physical Scientist, GS-1301; or Life Scientist, GS-0401

Position realigned to new org code. (15-30-4525).

ERR-14-51-4230  
Recruitment

**POSITION DESCRIPTION AMENDMENT**

EMPLOYEE'S NAME

ALICE YEH

ORGANIZATION LOCATION OF POSITION

EPA Region 2, ERRD-PHNBRB

POSITION TITLE

Environmental Engineer - Remedial Project  
Manager

SERIES GS

819

GRADE

14

PD NUMBER

D081914-001

AMENDMENT

The first sentence of the Introduction to the Position Description is revised to read:

This position is located in the Passaic, Hackensack and Newark Bay Remediation Branch (PHNBRB) of the Emergency and Remedial Response Division (ERRD).

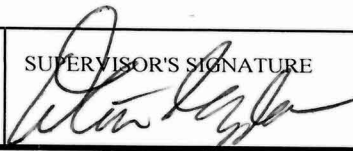
CLASSIFIER'S SIGNATURE



DATE

12/8/16

SUPERVISOR'S SIGNATURE



DATE

12/5/2016

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>	<b>1. DUTY LOCATION</b> New York, NY	<b>2. POSITION NUMBER</b>
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**3. CLASSIFICATION ACTION:** a. Reference of Series and Date of Standards Used to Classify this Position

Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	<i>Env</i> <del>Interdisciplinary Engr/Scientist (RPM)</del>	GS	819/1301/401	14	001
<b>4. Supervisor's Recommendation</b>	Environmental Engineer/Environmental Scientist/Life Scientist	GS	819/1301/401	14	

<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)	<b>6. NAME OF EMPLOYEE</b>
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)	e.
a. U.S. ENVIRONMENTAL PROTECTION AGENCY <i>Region 2</i>	f.
b. Emergency & Remedial Response Division	g.
c. <i>SRB</i>	h. Employing Office Location New York, NY
d.	i. Organization Code <i>90274101</i>

**8. SUPERVISORY STATUS**

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<b>a. Typed Name and Title of Immediate Supervisor</b> John E. La Padula, Deputy Director Emergency & Remedial Response Division		<b>d. Typed Name and Title of Second-Level Supervisor</b> Walter Mugdan, Director Emergency & Remedial Response Division	
<b>b. Signature</b>	<b>c. Date</b>	<b>e. Signature</b>	<b>f. Date</b>
<i>John E. La Padula</i>	5/27/10	<i>John E. La Padula</i>	5/27/10

**10. OFFICIAL CLASSIFICATION CERTIFICATION:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

<b>i. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			
<b>j. PSB Risk Designation</b> <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	<b>d. "Identical, Additional" (IA) Allocation</b> This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive
<b>g. Bargaining Unit Code</b>	<b>h. Check, if applicable:</b> <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties ( <i>95-50</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ( )	<b>i. Classifier's Signature</b> <i>Ken Cunn</i>	
<b>11. REMARKS</b>		<b>j. Date</b> 7/12/10	

*May be filed as an Envr Engr 819; Physical Scientist 1301; Life Scientist, 401.*



**Position Description**  
**Life Scientist/Environmental Engineer/Physical Scientist**  
**(Remedial Project Manager)**  
**GS 401/0819/1301-14**

**INTRODUCTION**

This position is located in the immediate office of the Special Projects Branch within the Emergency and Remedial Response Division (ERRD). The incumbent serves as a senior remedial project manager (RPM) with responsibility for planning, coordinating and managing or overseeing the largest and most complex Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) remedial actions which are often highly controversial and high profile with significant public and political interest. These mega sites require complex technical remedies costing in the range of tens-of-millions of dollars to hundreds-of-millions of dollars. The duties of this position include the application of expert knowledge of the provisions of CERCLA, as amended, and the National Oil and Hazardous Substances Pollution Contingency Plan (the NCP).

**DUTIES**

Directs remedial activities at the most complex Category IV hazardous waste sites (the current Passaic River site in an example) including large, contaminated river systems for the purposes of identifying and measuring public health and environmental threats; identifying remedial alternatives through the conduct of Remedial Investigation/Feasibility Studies (RI/FS); and implementing remedies through the conduct of Remedial Designs and Remedial Actions (RD/RA). Performs the normal range of duties in the areas of contract management, PRP dealings, funds management, and documentation management, such as the Records of Decisions (RODs), administrative orders, and consent decrees.

Provides expertise in highly complex and/or controversial issues involving remedial sites including contaminated river systems. Acts as technical expert on design, construction and enforcement issues and is responsible for providing technical expertise and utilizing planning and coordination skills to expedite cleanup under the regional Superfund remedial process. For contaminated river systems, provides expertise in highly complex and/or controversial issues, problems, policies and programs involving sediment dredging and remediation.

Coordinates with federal, state and local agencies to plan, implement and oversee investigations, analyses and cleanups at private sites, contaminated sediment sites, formerly used Defense sites, and federal facilities as required by CERCLA. Work includes responsibility for overseeing response actions performed by federal facilities and contractors, including the initiation of Superfund administrative enforcement actions and judicial procedures for federal facility National Priorities List (NPL) and formerly used Defense sites. Develops strategies to remedy problems associated with CERCLA and these sites.

For contaminated river systems, oversees sediment and water quality sampling to establish baselines and oversees and monitors dredging activities to ensure compliance with established dredging goals and performance criteria.

Makes formal technical presentations before Agency management, other federal, state, and local agency officials, private industry, and public and private groups. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide an understanding of significant technical issues related to a specific remedial program, function or activity. Conducts community relations activities at the most controversial Superfund sites where citizens may be openly hostile. Serves as EPA's point of contact for site remediation activities and is the senior EPA representative who interfaces with local, state and federal stakeholders, elected officials, PRPs and communities impacted.

Provides advice to State and local agencies for various purposes, e.g., acquiring properties and easements necessary for remedial action, preparing the Statement of Work for State-lead sites, advising the States in the development of Federal-State cooperative agreements for State-lead sites, coordinating and drafting Superfund State Contracts with States, monitoring State actions and expenditures for assigned sites and providing preliminary guidance and advice to parties in identifying project objectives and constraints during the preparation and negotiation of the State cooperative agreement application.

Oversees or conducts PRP searches, provides officials with site-specific and general hazardous waste procedures and methods testimony, depositions, discovery and other assistance for site litigation for enforcement-lead sites; provides officials the necessary information in the development of cost-recovery actions; develops and assists Regional Counsel in implementing case management plans; provides assistance to other agency officials in negotiations with PRPs and monitors compliance of PRPs with consent decrees and administrative orders for response actions within statutory time frames; reviews and evaluates PRP qualifications to perform the response activity; initiates and coordinates necessary enforcement actions to rectify PRP noncompliance with administrative orders and consent decrees; and develops data bases to track and maintain PRP specific data for document exchange, correspondence tracking, volumetric ranking and nonbinding allocations of responsibility.

Directs, oversees, manages and evaluates contractor actions and expenditures for assigned sites. Controls funds obligated and schedules of agency and State-lead sites and the schedules of PRP-lead sites. Controls funds allotment by tracking funds obligated or deobligated or funds remaining, establishing time frames for major milestones and formulating, developing and preparing budget estimates for assigned sites for the coming fiscal year or years in coordination with management and States.

Directs, writes, oversees, reviews, approves and/or controls the schedule of technical, management, contractual and informational documents.

## **FACTORS**

### **Factor 1, Knowledge Required By the Position**

**Level 1-8 ( 1550 Points)**

Mastery of advanced concepts, principles and practices of Life Science, Physical Science or Environmental Engineering sufficient to serve as a recognized authority on all aspects of hazardous waste site cleanup and management including contaminated sediment sites. This would include conducting studies on site characterization in determining public and environment health risks, conducting evaluations for site remediation and design and selection of innovative alternatives for site design implementation that uses cutting edge technology. Position is assigned to the largest, most complex sites of the Region which require coordinated multimedia response. Incumbent has independent responsibility of these sites.

Knowledge and skill in assessing the impact and risk of hazardous and toxic waste and contaminated sediments on public safety and the environment.

Knowledge of CERCLA, the Superfund Amendments and Reauthorization Act, the NCP, the National Environmental Policy Act, the Resource Conservation and Recovery Act, the Clean Water Act, the Clean Air Act, the Federal Facility Compliance Act, the Base Closure and Realignment Commission, hazardous waste regulations and other environmental statutes.

Specialized safety training as required in order to meet field health and safety standards.

Expert level skill in establishing goals and assessing progress toward their achievement; and in adjusting work operations and program objectives to meet emergencies, changing programs, objectives or production requirements within available resources and with minimum sacrifice of quality or quantity of work.

Expert skill in negotiation and persuasion techniques sufficient to explain and justify management's position, negotiate remedial cleanup responsibility with PRPs, negotiate agreements with federal and nonfederal agencies, contractors, PRPs, and industrial firms, and justify persuasively to media the Agency position in Superfund matters.

Skill in investigation techniques, analyzing complex situations, problems and legal issues, and making sound decisions based on conclusions.

Knowledge of contracts and procurement procedures and audit resolution requirements specific to the Superfund program and a comprehensive knowledge of budget, planning and information management practices.

### **Factor 2 – Supervisory Controls (Level 2-5 – 650 Points)**

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The engineer and/or scientist typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating and implementing the work and resolving conflicts. Recommendations and decisions of engineer and/or scientist are accepted as technically sound even though final approval may depend on formal action by higher-level management. The engineer and/or scientist has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or engineering developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

**Factor 3 – Guidelines (Level 3-5 – 650 Points)**

Guidelines are basic legislation and/or broadly stated Agency regulations and policy statements. At this level the engineer and/or scientist is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other engineers and/or scientists, or policy-makers within or outside the Agency.

**Factor 4 – Complexity (Level 4-5 – 325 Points)**

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult-to-resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to a wide range of scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

**Factor 5 – Scope and Effect (Level 5-5 – 325 Points)**

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the Agency on a broad range of engineering and/or scientific activities and broad policy issues.

**Factor 6 – Personal Contacts**

Personal contacts include a wide range of professional and administrative personnel throughout the Agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

**Factor 7 – Purpose of Contacts (Level 3-D - 280 Points)**

The purpose of contacts is to justify, defend, negotiate, or settle controversial and far-reaching matters through active participation in conferences, meetings or presentations. The persons contacted typically have diverse viewpoints, goals or objectives, requiring the engineer and/or scientist to achieve a common understanding of the problem and a satisfactory solution by convincing others, arriving at a compromise, or developing suitable alternatives.

**Factor 8 – Physical Demands (Level 8-1 -- 5 Points)**

Work is usually of a sedentary nature except during regular and recurring field visits where there may be periodic walking, bending, climbing and stooping to inspect hazardous waste sites and related construction and treatment facilities.

**Factor 9 - Work Environment (Level 9-2 -- 20 Points)**

Work is usually performed in an office setting; however, during visits to hazardous waste sites and



facilities, there may be regular and recurring exposure to conditions such as odors and airborne particulate matter, wastewater containing chemicals and bacteria, solid and hazardous wastes, and noise-operating equipment.

**Position Risk Designation:** Position is designated as Moderate Risk based on direct impact on human health, regulatory enforcement, extramural resources management, and representational functions.

**Conditions of Employment:**

Must meet on-going specialized safety training requirements in order to meet field health and safety standards.

Position is covered by Medical Monitoring Program.

## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Alice Yen</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>D081914</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Life Scientist/Environmental Engineer/Physical Scientist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-1301/8190401-14</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>USEPA/ERRD/SPB - REC00000</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>6/26/14</u>
Personnel Specialist's Signature <u>[Signature]</u>	Date <u>07/06/14</u>

### Part 1. Contracts Management Duties

#### Pre-award:

- ☐ Plans Procurements
- ☒ Estimates Costs
- ☒ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☒ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists)

#### Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

#### Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

#### Percentage of Time Spent on Contracts Management

5 %

Continued

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ ~~Determines appropriateness of applicant~~ work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☒ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☒ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☒ ~~Monitors cost management and overall technical performance~~
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☒ Plans and negotiates work effort
- ☒ Estimates costs
- ☒ Obtains funding commitments
- ☒ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☒ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☒ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☒ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

### Project Management/Administration:

- ☒ Reviews progress reports/financial reports

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH draw downs
- ☒ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☒ Negotiates amendments
- ☒ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☒ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

### Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

### Percentage of Time Spent on Grants/Cooperative Agreements Management

5 %

- ☒ Monitors cost management and overall technical performance
- ☒ Participates in decisions about project modification/termination
- ☒ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☒ Reviews final report
- ☐ Decides on disbursement of equipment
- ☒ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

### Percentage of Time Spent on Interagency Agreements Management:

5 %



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

4230

## Position Risk Designation Checklist

AAship/Region: 2 Type of Action: Recruit SF 52 Request No.: ENRD-14-51

Position Title/Series/Grade: Life Scientist/Environmental Engineer/Physical Scientist GS-0401/0819/1301-14

Full Performance Level (FPL) of Position: \_\_\_\_\_  
(Risk designation is based on FPL)

Functional Title (if applicable): \_\_\_\_\_  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: BV58000383. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No  
What is the name of the incumbent of the above position? Caroline Kwan-Appelman  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

**NOTE:** Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |  |  |
|--|--|
| <input type="checkbox"/> Attorney—Moderate   | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                        |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc. —Moderate | <input type="checkbox"/> IT Specialist (Internet)—High   |
| <input type="checkbox"/> Contract Project Officer—Moderate                           | <input type="checkbox"/> IT Specialist (Network Services)—High                                   |
| <input type="checkbox"/> Contract Specialist—Moderate                                | <input type="checkbox"/> IT Specialist (Operating System)—High                                   |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High      | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                            |
| <input type="checkbox"/> Deputy Division or Division Director—High                   | <input type="checkbox"/> IT Specialist (Security)—High   |
| <input type="checkbox"/> Financial Specialist/Accountant/<br>Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High                               |
| <input type="checkbox"/> Grants Project Officer—Moderate                             | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                               |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                     | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                   |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                | <input type="checkbox"/> Permit Writer—Moderate  |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                           | <input type="checkbox"/> Public Affairs Specialist/Community Involvement<br>Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                          | <input type="checkbox"/> QA Scientist —Moderate  |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                              | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                                 |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                         | <input checked="" type="checkbox"/> Remedial Project Manager—Moderate                            |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                           | <input type="checkbox"/> Site Assessment Manager—Moderate  |
| <input type="checkbox"/> HR Specialist (Training)—Low                                | <input type="checkbox"/> Support Services Specialist—Moderate                                    |
| <input type="checkbox"/> Inspector—Moderate  | <input type="checkbox"/> Toxicologist—Moderate   |
| <input type="checkbox"/> IT Specialist (Application Software)—High                   |  |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                   | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                           |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                    | <input type="checkbox"/> Other Known High-Risk Position—High                                     |
|  | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                                |

3. Requires access to classified information or materials? ☐ Yes ☐ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

**NOTE:** If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.



SF 52 Request #: \_\_\_\_\_

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input type="checkbox"/> Personally identifiable information (e.g., address)                                  |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)             |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☐ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☐ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☐ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations): ☐ Yes ☐ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☐ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☐ Yes ☐ No (If "Yes," check all that apply.)
- |   |   |
|---|---|
| <b>Communicates with:</b>   | <b>Communication methods:</b>   |
| <input type="checkbox"/> EPA personnel  | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA   | <input type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website   |
|   | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☐ No  
What systems/programs are involved? \_\_\_\_\_
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☐ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☐ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☐ No  
Describe: \_\_\_\_\_

Walter E. Mugdan

Name (Please Print)

Director, ERRD

Title

Signature

Date